



UNITED STATES MARINE CORPS

MARINE CORPS LOGISTICS BASES

814 RADFORD BOULEVARD

ALBANY, GEORGIA 31704-1128

MARCORLOGBASESO 7510.1A

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FEB 28 2003

MARINE CORPS LOGISTICS BASES ORDER 7510.1A

From: Commander

To: Distribution List

Subj: STANDARD OPERATION PROCEDURES FOR THE FRAUD, WASTE, AND ABUSE "HOTLINE"

Ref: (a) MCO 7510.5A

1. Situation. The Marine Corps' efforts to foster management economies and efficiencies and prevent fraud, waste, and abuse require highest command attention and individual awareness. Affirmation of the Marine Corps' commitment to this effort has been the establishment of a direct line of communication reporting system known as "HOTLINE" so that concerned individuals may report suspected cases of fraud, waste, and abuse. The Marine Corps Logistics Bases (MARCORLOGBASES) "HOTLINE" reporting system provides a direct means by which personnel at MCLB Albany, MCLB Barstow, and Blount Island Command may report suspected cases of fraud, waste, and abuse without fear of retribution.

2. Cancellation. BO 7510.1

3. Mission. To establish guidelines for reporting suspected cases of fraud, waste, and abuse, and to publish procedures by which individuals may bring these matters to the attention of responsible officials. Suspicion of fraud, waste, and abuse includes energy conservation violations and mismanagement of personnel, equipment and materiel.

4. Execution

a. The Command Inspector's Office will serve as the focal point on all "HOTLINE" complaints received from Inspector General Marine Corps (IGMC), Department of Defense Inspector General (DODIG), and local and external sources. All results from complaints processed at MCLB Barstow from IGMC, DODIG, or local sources will be forwarded to Commander, MARCORLOGBASES via the Command Inspector's Office. Local "HOTLINES" received by

the Commands Inspector's Office will be investigated by the organization deemed appropriate depending on the nature of the complaint. The Staff Judge Advocate will be advised of all complaints whether received from IGMC, DODIG, or local sources as a common practice to identify possible issues of legality. Other local matters, as determined by the Command Inspector, will be investigated unless matters discussed in the complaint are of a nature that permits or requires resolution by other organizations including those named in the complaint.

b. The "HOTLINE" is open to all military personnel, civilian employees, and concerned individuals. Suspicions of fraud, waste, and abuse may be reported by the following means:

(1) By dialing the "HOTLINE" telephone number (229) 639-5555 or DSN 567-5555 and leaving a recorded message or by dialing the Command Inspector's facsimile machine and faxing a report to (229) 639-5689 or DSN 567-5689.

(2) By sending an e-mail to mbmmatcomcmdins@matcom.usmc.mil.

(3) The Staff Judge Advocate will be advised of all complaints whether received from IGMC, DODIG, or local sources as a common practice to identify possible issues of legality. Other local matters, as determined by the Command Inspector, will be investigated unless matters discussed in the complaint are of a nature that permits or requires resolution by other organizations including those named in the complaint writing to the Commander, Marine Corps Logistics Bases, Attn: Command Inspector, Code L05, Suite 20307, 814 Radford Blvd, Albany, GA 31704-1128.

c. All reported cases of fraud, waste, and abuse will be investigated by appropriate officials to determine the validity of each case. To insure that a complete and thorough investigation is accomplished, it is requested that individuals reporting cases of fraud, waste, and abuse provide the following information:

(1) Specifics about the item, incident, event, or procedure and the reason you considered it to be fraud, waste, and abuse.

(2) The origin of the source of information, if not from you.

(3) Where the incident occurred, if applicable.

(4) When the incident occurred, if applicable.

(5) What organization and individual(s) are believed to be involved.

(6) If the incident has been previously reported and if so to whom.

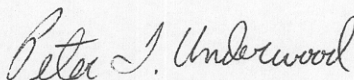
d. Military and civilian matters of a personal nature should normally be addressed via the appropriate chain of command, request mast, and/or grievance process.

5. Administration and Logistics. All allegations received via the "HOTLINE" will be processed through the Command Inspector's Office. The Command Inspector will ensure that each allegation is investigated by a disinterested third party. Information received that is not within the purview of this Order will not be investigated using procedures established for "HOTLINE" submissions, but will be forwarded to the appropriate officials for information or action. Information submitted in good faith will be appreciated even though the information and resultant investigation does not lead to an actual case of fraud, waste, or abuse.

6. Command and Signal

a. Command. This Order is applicable to MCLB Albany, MCLB Barstow and Blount Island Commands. Addressees will cooperate fully by rendering assistance as required during an investigation of reported cases of fraud, waste, and abuse.

b. Signal. This Order is effective the date signed.


PETER T. UNDERWOOD
Chief of Staff

Distribution: A